

How to prepare your patients for COVID-19 vaccination at a different location



This checklist is to be used as a guide only to help prepare for pandemic vaccination. It can also be used as evidence for accreditation when forming Quality Improvement activities.

Australia's COVID-19 vaccines are being rolled out in phases. [The Australian Technical Advisory Group on Immunisation \(ATAGI\)](#) has advised the Australian Government on which groups should be prioritised for the first doses of the COVID-19 vaccination in Australia. This advice is consistent with guidance from the World Health Organisation (WHO).

Phase 1b marks the commencement of general practices involvement in the roll-out, which started on Monday 22 March 2021.

The Phase 1b priority populations include:

- People 70 years of age or older
- Health care workers
- Aboriginal and Torres Strait Islander adults aged over 55 years
- Younger people with an underlying medical condition, including people with a disability
- Critical and high-risk workers

Read more about the [advice on priority groups for COVID-19 vaccination in Australia](#).

Task	Details	
Communication and messaging	<p>It is important to communicate to, and reassure, your patients and team about the importance of the COVID-19 vaccination.</p> <p>Consider:</p> <ul style="list-style-type: none"> • Creating a message to deliver to patients regarding the vaccination roll-out process • Ensuring your team is across the messaging for patients • Using the national Vaccine Eligibility Checker to help staff and patients identify when they are eligible • Assisting patients to use the vaccine eligibility checker. If patients cannot use the vaccine checker, they can call the National Coronavirus and COVID-19 Vaccine Hotline on 1800 020 080 to find their closest vaccination clinic <p>Resources: AHPRA – COVID-19 Position Statement</p>	
	Person responsible:	Comments and completion date:
Identify patients eligible in Phase 1b vaccine roll-out	<p>Consider:</p> <ul style="list-style-type: none"> • Using your clinical software searches • Using PenCS searches 	
	Person responsible:	Comments and completion date:
Preparing your cohorts	<p>Consider:</p> <ul style="list-style-type: none"> • Booking "pre-consent" appointments for patients to discuss any concerns in relation to vaccination prior to attendance at a vaccination clinic • Utilising telehealth • Recalling patients to update their patient records for a comprehensive health summary if necessary 	

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	<ul style="list-style-type: none"> • Taking the opportunity to provide influenza vaccination, health assessments and/or chronic disease management to your patients • Uploading a Shared Health Summary to My Health Record • Providing a printed health summary to patients who do not have a My Health Record • Using data cleansing software to update each patient's demographic and clinical details 				
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<p><u>Vaccinations in residential aged care facilities (RACF)</u></p>	<p>The roll-out of COVID-19 vaccinations in RACFs was part of Phase 1a and commenced in March 2021.</p> <p>To support your patients who reside in RACFs consider:</p> <ul style="list-style-type: none"> • Identifying patient cohorts using clinical software or PenCS searches • Update patient records for a comprehensive health summary if necessary and provide a copy to RACF • Uploading a Shared Health Summary to My Health Record • Liaise with RACF staff for scheduled facility vaccination dates • Consider a "pre-consent" visit with your patients or their substitute decision maker <p>Resources:</p> <ul style="list-style-type: none"> • COVID-19 vaccination decision guide for frail older people including those in RACF • Department of Health Consent Form <table border="1"> <tr> <th data-bbox="459 1149 780 1193">Person responsible:</th> <th data-bbox="780 1149 1465 1193">Comments and completion date:</th> </tr> <tr> <td data-bbox="459 1193 780 1283"></td> <td data-bbox="780 1193 1465 1283"></td> </tr> </table>	Person responsible:	Comments and completion date:		
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<p>Vaccinating your practice team</p> <p><i>General practice staff are eligible to be vaccinated in Phase 1b.</i></p>	<p>Consider:</p> <ul style="list-style-type: none"> • Identifying any vaccine hesitancy amongst team members • The practice policy of mandatory staff vaccination • Creating or updating your policies • Working with a vaccine hub and/or general practice to ensure all staff have access to vaccination • A staged roll-out of vaccination across the team to plan for possible individual team members in the event of an adverse event • Updating staff immunisation records <table border="1"> <tr> <th data-bbox="459 1608 780 1653">Person responsible:</th> <th data-bbox="780 1608 1465 1653">Comments and completion date:</th> </tr> <tr> <td data-bbox="459 1653 780 1742"></td> <td data-bbox="780 1653 1465 1742"></td> </tr> </table>	Person responsible:	Comments and completion date:		
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<p>COVID-19 mandatory training</p>	<p>COVID-19 mandatory training is available to access for clinical and non-clinical staff. To complete the modules, click here.</p>				
<p>Other useful resources</p>	<ul style="list-style-type: none"> • WAPHA <ul style="list-style-type: none"> ◦ COVID-19 Updates ◦ COVID-19 General Practice Update ◦ Health Pathways COVID-19 Information • COVID-19 vaccine - General questions for vaccine providers • WA Health – COVID-19 information for health professionals • WA Health – Adverse Event Following Immunisation • ASCIA – Allergy, Immunodeficiency, Autoimmunity and COVID-19 Vaccination Position Statement 				